



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-EOP

16 FEB 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #04-07, Equal Opportunity (EO) and Equal Employment Opportunity (EEO) Complaint Procedures

1. REFERENCES:

- a. Chapter 6 and 7, AR 600-20, Army Command Policy, 7 June 2006.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

2. PURPOSE. To establish policy and procedures for Equal Opportunity (EO) and Equal Employment Opportunity (EEO) complaint procedures.

3. GENERAL.

a. All individuals who reside on or are employed on Fort Leonard Wood, who believe that they have been subjected to harassment or discriminatory practices from a co-worker, supervisor, manager, service member, customer, or vendor, have the right to file a complaint. The individual with the complaint can report the conduct to his/her chain of command or unit equal opportunity representative, for military personnel or an EEO counselor for civilian personnel.

b. While service members and civilian employees are encouraged to report violations of equal opportunity policies and regulations to their chain of command first, they are not required to do so. They may instead contact other agencies or offices listed below:

- (1) Equal Opportunity Office
- (2) Equal Employment Opportunity Office
- (3) Inspector General's Office
- (4) Staff Judge Advocate's Office
- (5) Chaplain's Office
- (6) Chief, Community Housing Referral and Relocation Services Office
- (7) Medical Facilities
- (8) Provost Marshal

ATZT-CG

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4. POLICY/PROCEDURES.

a. Commander responsibilities:

(1) Ensure that all equal opportunity and sexual harassment complaints are handled in accordance with AR 600-20, Appendix D, complaint procedures.

(2) All formal complaints will be reported within 72 hours to the first General Courts-Martial Convening Authority (GCMCA) in the chain of command. Additionally, the commander will personally provide a progress report to the GCMCA 21 days after the date on which the investigation commenced and 14 days thereafter until complete.

(3) Counsel all parties involved with the complaint on how their actions have affected others.

(4) Protect all parties involved with the complaint from reprisal, intimidation, harassment or threats.

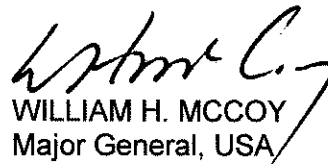
b. Interservice complaint procedures:

(1) In the event of a complaint involving interservice personnel, the complaint will be processed under the complaint procedures of the alleged offender's branch of service.

(2) Use installation Equal Opportunity Advisors to assist in this complaint process.

5. SUPERSESSION. This policy supersedes the previous command policy #4-05, subject as above, dated 16 December 2005.

6. PROPONENCY. The proponent for the equal opportunity complaint procedures is the Directorate of Equal Opportunity Programs, (573) 596-0601.


WILLIAM H. MCCOY
Major General, USA
Commanding

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